



Arnold Schwarzenegger, Governor  
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE  
*Equal Opportunity Employer*  
*Job Opportunity*

OFFICE TECHNICIAN (T)/OFFICE ASSISTANT (T)  
Sacramento  
Permanent — Full-Time

The Department of Real Estate is recruiting to fill a permanent, full-time position for either an Office Technician (T) or Office Assistant (T) for its Enforcement Program. The incumbent will perform the public with technical/general real estate information, enforcement information, licensing and exam information and lead clerical support for the sections managers and Deputy Commissioners. This position is located at 2201 Broadway in downtown Sacramento.

**Duties of the position include:**

- Answers technical real estate law questions, licensing and exam questions, refers callers to appropriate sections where applicable; refers complainants and complex law inquiries to deputies; sends out forms for examinations, licensing and complaints.
- Checks EIS system for license status and provides public information and referrals to other agencies as appropriate.
- Screens all written complaints and correspondence received in the enforcement section to determine respondent and complainant.
- Runs computer licensing and enforcement print-outs, attaching them to correspondence for the manager to review.
- Prepare file set-ups, EIS entries, advises the complainant of the deputy assigned and maintains logs for statistics.
- May serve as attendance clerk.

**Necessary Qualifications:**

- Dependable, reliable and excellent attendance.
- Ability to communicate effectively with all levels of staff.
- Excellent interpersonal skills.
- Ability to function independently or as part of a team.
- Ability to follow specific oral and written instructions and procedures.
- Ability to shift priorities and be flexible.
- Ability to work under pressure and meet timeframes.
- A valid typing certificate for 40 wpm (or greater) is required. **Attach a copy of your typing certificate to your application.** (A typing test and certificate can be given by the Department of Real Estate).

**Desirable Qualifications:**

- Computer literate, preferably with experience in Microsoft Word and Excel.
- Quick learner.

<b>Salary:</b>	Office Technician (T) -	\$2510 - \$3050
	Office Assistant (T) -	A \$2003 \$2435
		B \$2172 - \$2641

**Who should apply:** Current State employees at the Office Technician (T) or Office Assistant (T) level or those individuals who have list eligibility or can transfer to the class may apply. Position may be subject to Post and Bid. **Priority consideration will be given to those designated SROA/Surplus. Please include a copy of your notice.**

**Submit Applications to:**

Michele Walton, Personnel Services  
Department of Real Estate  
2201 Broadway, P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802 or CALNET 498-0802

**For information on the position contact:**

Bill Koenig – Managing Deputy Commissioner III  
Department of Real Estate  
(916) 227-0856 or CalNet 498-0856

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**FINAL FILING DATE: May 3, 2006**

**Applications may be obtained from the SPB website at [http:// www.spb.ca.gov](http://www.spb.ca.gov)**

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.

**Post & Bid Applications may be obtained on InsideDRE**